<div align="center">

Minutes of the Information Management Panel
Friday, February 21, 2003

</div>

Bruce called the meeting to order at 8:33 a.m.

Present: Supervisors Genia Bruce, Dawn Fanfelle, Jim Behrend and, Citizen Keith Pickens. **Absent:** Supervisor Duane Paulson. Fanfelle arrived at 8:37 a.m.
Also Present: Information Systems Manager Michael Biagioli, Systems Technology Administrator Allen Mundt, Applications Development Administrator Wayne Naegele, End User Computing Administrator Dave Broker, Radio Services Manager Chris Pederson, Chief of Staff Lee Esler, Principal Assistant Corporation Council Steve Schmitz, Internal Audit Manager Lori Schubert and Office Services Coordinator Windy Jicha.

Approval of Minutes January 24, 2003
MOTION: Behrend moved, Pickens second to approve the minutes of January 24, 2003. **Motion carried:** 3-0.

Future Meeting Dates
There will be no Information Management Panel meeting on March 21, 2003.

Update on the Waukesha County Communication Center and Wireless 9-1-1
Biagioli said he made a presentation to the Communication Center Partners Committee. The committee consists of elected officials or the municipal administrators from the communities involved in the Waukesha County Communications Center. Biagioli handed out copies of the slides he used in the presentation and discussed them.

Fanfelle arrived at 8:37 a.m.

Biagioli said nothing goes live in the center until the committee gives the go ahead. There are two protocol committees that meet every other week. One committee covers police functions and the other fire. Bob Jacobs is the chair of the police side while Jeff Johnson of Brookfield is the chair of the fire. All server equipment has been ordered and should be delivered next week. Spillman will come to Waukesha County in March to start loading data to the server. The plan is to load the geo-based data first and then police records management and then detention management data. They are working on the PC order now and then will order furniture so it will be here by December. All building plans have been approved by the City of Waukesha and the bid for construction goes out in two weeks.

Bruce asked when building the geo base, have they figured out how to address the same street names in multiple communities? Biagioli said Don Dittmar gave a presentation outlining how bad a problem this is. Dittmar is trying to put together a process for all communities coming on-board. The dispatchers and emergency personnel may not know of all these issues until an area has a call dispatched to it. Biagioli said it is the responsibilities of the communities to provide this data to the county. There is the question of who is liable? The partners wanted to know the answer to that question.

Pederson said as far as the wireless 911 is concerned, everything is up in the air. It is almost untried in the United States. There has been very little momentum on the state level for funding and it is a complex issue. Currently, if you make a 911 call from a regular phone, the address of the phone number will be displayed on a monitor for the dispatcher. This is not as easy to do with wireless calls. It is difficult to give a location if the caller is moving or if they are calling from a remote location such as from an ATV in the woods. When the Sheriff's Department gets a cellular 911 call, the dispatcher has to ask the caller where they are calling

from. The dispatcher doesn't know the phone number of the cellular caller. The state is doing a great deal of work with the cell phone companies and PSAPs to get this going. The county needs to watch the proposed legislation. As currently written, legislation calls for a single dispatch center in each county to receive funding for wireless 911 dispatching. The legislation calls for a surcharge to be added to wireless bills to reimburse the PSAPS and phone companies for implementing this technology.

Fanfelle asked when the grant money comes in, will the communities who aren't involved with the communications center get service? Pederson said there will only be one dispatch center per county that will get this funding which will be determined by the county board. Biagioli said it could cost hundreds of thousands of dollars for communities not in the center to get this technology for their dispatch. All wireless 911 calls made in Waukesha County will still come into the dispatch center and then they will be transferred to the proper jurisdiction to handle.

Esler said the wireless 911 bill is now an assembly bill. The bill is getting fast tracked and will pass quickly. In its present form, responsible municipalities will be asked to submit the total cost of the system to the state within nine months. This is a fully reimbursed charge so the total number of cell phones in an area will divide the cost of technology. If the bill passes, there will be a heavy workload on Mike Biagioli or consultants.

Biagioli said the drive of the legislation is a push toward consolidation.

Discuss Issues Concerning County Email for County Board Supervisors
Biagioli said when determining if the county board supervisors should have county supported email, the question of open records came up. As a county supervisor, if an email is sent to their home, does that email become subject to the open records law and does that make their home PCs open for analysis by the press? Biagioli said the way to fix this dilemma is give all supervisors a county email address that is supported by the county. The county will back up and store all emails.

Schmitz said anything on a supervisor's home PC could potentially be retrieved for future use. If it is stored, it can be requested. If there is a way to provide the information without giving a supervisor's home PC, that would be preferable. The chance that a request for retrieval of public records will actually occur is pretty slim but the board should be aware of it.

Esler said whatever email services we provide the employees, should be provided to the supervisors.

Biagioli said supervisors can access their email from any location using the Internet and this would give supervisors a common address. Family business could be done on the family PC while emails regarding county business would be saved on the county system.

Bruce asked if any additional support would need to be provided by Information Systems. Mundt said the county has a centralized account for emails and it would require minimal additional work by Information Systems. Once email is understood, it generates very little need for support. Mundt said Information Systems is a service provider not a policy maker. If a request for public record is made, current technology does not allow Information Systems staff to sort through emails according to a certain specification. The technical people don't know what is being stored on the system and in each file. A record exists because a user develops it. It is up to the users to determine what should be saved and what shouldn't be saved.

Biagioli said he would caution supervisors against having a chat group with other supervisors because it could be a meeting of supervisors and violate open meetings laws.

Bruce asked if this would have any impact on Biagioli's budget? Biagioli said his budget would not be impacted by this change. Bruce said she would like to take this issue to the Finance Committee.

Discuss the Technology Review Process
Biagioli said the technology review process was taken to the executive committee 18 months ago and originally covered the Ecommerce process. The executive committee tabled the resolution and asked Information Systems to think of a resolution with much broader terms to include all forms of technology in the process. This system will tie the technology review process into the budget process. In the past Biagioli said he was not made aware of departmental budget initiatives dealing with technology that affected his department. Because he did not know about the new technologies to be implemented, he hasn't budgeted appropriately for these requests. For the 2004 budget process, all technology needs will go through the technology review process. The projects will be tracked on the Intranet.

Biagioli handed out and reviewed a flow chart of the technology review process. Currently there is policy that says any purchased technology needs to be approved by Biagioli. For 2003, the department is 105% booked. It might make sense to bring in a certain technology but if it is brought it, some other project has to be dropped.

In absence of any objections, Bruce declared the meeting adjourned at 10:20 a.m.

Respectfully submitted,

Duane E. Paulson, Secretary
Information Management Panel